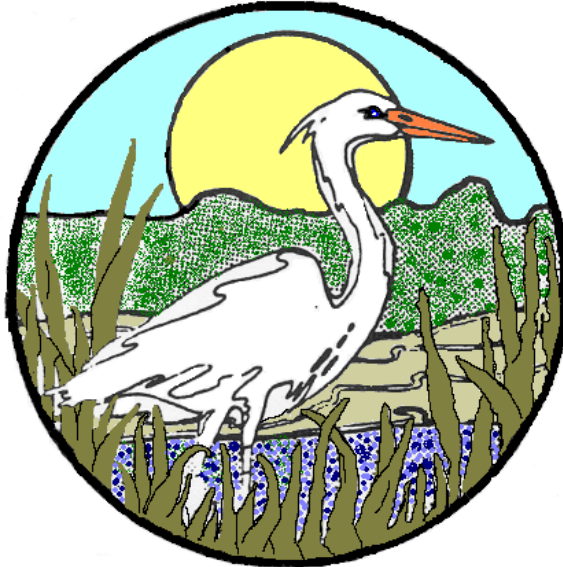


DEPARTMENT OF  
ENVIRONMENTAL RESOURCES  
MANAGEMENT



**CLASS IV**  
WETLAND PERMIT  
**APPLICATION PACKAGE**



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Limited Liability Corporation Affidavit  
Wetland Basins and Areas of Concern

## INTRODUCTION

Wetlands in Miami-Dade County serve vital functions, which are essential to the health and welfare of the people of Miami-Dade County. Our wetland areas provide direct recharge of water to the Biscayne Aquifer, the County's sole source of drinking water. Moreover, our wetlands serve to filter and purify surface and ground waters as well as provide habitat for wildlife, including many rare and endangered species. Miami-Dade County seeks to protect and manage the intrinsic value of the wetlands through the wetland regulatory program described in this application package.

Wetlands in Miami-Dade County are part of the area historically known as the Everglades. The limits of the present-day Everglades wetland areas extend to the western edge of the County's rural and urban boundaries. Wetlands are legally defined by Chapter 24-5 of the Code of Miami-Dade County on the basis of vegetational composition (presence of wetland indicator species), hydroperiod (extent of yearly inundation/saturation by surface water or ground water) and/or the presence of hydric soils. The areas encompassed by this definition of wetlands are approximately shown on the Wetland Basins and Areas of Concern map. It is recommended that any property close to the boundary lines of the wetland map or other low lying, undeveloped areas within Miami-Dade County receive verification from the Wetlands Permitting Program of DERM as to the presence of wetlands. Chapter 24-48 of the aforementioned Code requires that a Miami-Dade County Class I or IV Wetland Permit be obtained for all work within wetlands. Each project will be evaluated on a case-by-case basis.

It should be noted that permits from the US Army Corps of Engineers (Corps), the State of Florida Department of Environmental Protection (DEP) and the South Florida Water Management District (SFWMD) may also be required for work within Miami-Dade County's wetland areas. The Wetland Basins and Areas of Concern map is not intended for use in determining the limits of jurisdiction for any agency. Applicants should contact the following offices to determine if DEP, the Corps, and SFWMD dredge and fill permits are needed for a particular area:

1. Army Corps of Engineers  
Miami Office – (305) 526-7181
2. Department of Environmental Protection  
West Palm Beach Office – (561) 681-6600
3. South Florida Water Management District  
West Palm Beach Office – (800) 432-2045

## COMMON QUESTIONS

### What is DERM?

The Department of Environmental Resources Management (DERM) was created by the Miami-Dade County Board of County Commissioners (BCC) in 1974 in order to regulate and manage activities affecting South Florida's fragile environment. The department administers pollution control and resource protection programs as well as resource enhancement, restoration and remediation programs.

### What is a Class IV Wetland Permit for?

Section 24-48 of the Miami-Dade County Code requires that a Miami-Dade County Class IV Wetland Permit be obtained prior to the commencement of any work in areas that are dominated by wetland plant species as defined by Chapter 24-5 of the Code (reference Section 373.019, Florida Statutes), areas subject to prolonged periods of inundation or saturation and/or areas where hydric soils are present.

### What other permits are needed before I can start work?

The following is a list of other agencies that may have jurisdiction over projects within wetlands. Please be advised that their involvement will depend upon the location, nature, type and size of the project. Please refer to the enclosed list of permitting contacts for names, addresses and telephone numbers:

1. Local Municipality (structural, zoning, building)
2. Miami-Dade County Planning and Zoning Department (if located in unincorporated Miami-Dade County)
3. South Florida Water Management District (SFWMD)
4. Florida Department of Environmental Protection (DEP),
5. U.S. Army Corps of Engineers (ACOE)

### What is a short form project?

A short form project is a small project in which DERM has the administrative authority to review and approve the proposed work without a public hearing. However, a short form application may be elevated to the standard form process if a written objection to the project is received by DERM.

### What is a standard form project?

A standard form project is any project involving work in wetlands that exceeds the thresholds detailed in Section 24-48.2(I)(A)(21) [please see page 4] or projects where DERM has not been granted the administrative authority to review and approve the work that requires a full public hearing before the Board of County Commissioners. Based on a review of the proposed work, DERM makes a recommendation to the BCC, which in turn decides at the hearing to approve, approve with conditions or deny the project.

### How long does it take to process an application?

Although the processing time may vary from project to project due to design, site conditions or project complexity, short form applications typically take from 4 to 6 weeks to process once a complete application is submitted to DERM while standard form applications may take from 10 weeks to over a year once a complete application is submitted to DERM.

### How much are the permitting fees?

The application and permit fees are based on the acreage and type of wetland impact for each proposed use. Please refer to the enclosed fee schedule.

### How long is the permit valid?

Short form permits are valid for 2 years from the date of issuance, while most standard form permits are valid for 3 years from the date of issuance. However, rockmining projects are valid for 10 years from the date of issuance. If additional time is necessary to perform the work authorized by a Class IV Wetland Permit, the permit may be extended in 2, 3 or 10 year increments provided the total time period of the extensions granted does not exceed 10 years for all projects other than rockmining and 25 years for rockmining.

### What are DERM's objectives?

The main objective when reviewing Class IV applications is to determine whether the proposed project has been designed to avoid and/or minimize wetland impacts. For example, this may involve an assessment of the potential impacts to water quality or to plants and animals, as well as additional evaluation factors outlined in the Miami-Dade County Code.

### What is mitigation?

In cases where all impacts have been avoided and/or minimized to the greatest extent possible, any unavoidable impacts still remaining will need to be compensated for through mitigation. Types and amounts of mitigation will vary according to the project and the site, but typically mitigation involves wetland creation/restoration or enhancement.

## SHORT AND STANDARD FORM PROJECTS

In most cases, the following may be reviewed as short form projects. If, upon application, DERM determines that the project qualifies as a standard form project, you or your agent will be notified. Please be advised that any projects that are not specifically listed below as a short form project will be reviewed as a standard form project.

1. Clearing, farming, placement of clean fill, dredging, plowing or any other work within wetlands requiring a Class IV Wetland Permit and not lying within the Bird Drive Everglades Wetland Basin or the North Trail Wetland Basin and where the proposed use is consistent with existing zoning regulations and the cumulative area upon which work will be performed does not exceed:
  - (a) One (1) acre of wetlands in areas designated as "Environmental Protection" on the current Miami-Dade County Comprehensive Development Master Plan Map, or
  - (b) Ten (10) acres of wetlands in areas designated as "Open Land" or "Agriculture" on the current Miami-Dade County Comprehensive Development Master Plan Map, or
  - (c) Fifteen (15) acres of wetlands for lands inside the "Urban Development Boundary Line" as it appears on the current Miami-Dade County Comprehensive Development Master Plan Map.
2. Rockmining in the Transitional Northeast Everglades, the East Turnpike Wetland Basin and the C-9 Wetland Basin (see the Wetland Basins and Areas of Concern map), when the rock mining has been previously approved as an unusual use by Miami-Dade County, and the design and development criteria for the proposed rock mining project does not conflict with the prior unusual use approval by Miami-Dade County.
3. Clearing, farming, placement of clean fill, dredging, plowing or any other agricultural site alteration within the North Trail Wetland Basin or the Bird Drive Everglades Wetland Basin (see the Wetland Basins and Areas of Concern map).
4. Clearing, placement of clean fill or dredging in wetlands associated with a modification of the Central and South Florida Flood Control Project, intended to restore historical patterns of hydrologic flow to Everglades National Park, Florida Bay or Biscayne Bay and performed by the State of Florida or the United States Government. Modifications intended to provide additional drainage of wetland areas shall be processed as standard form permits subject to the provisions of Sec. 24-48.2 (II) (A).

A standard form project is therefore required for any project involving work in wetlands that exceeds the thresholds referenced above or projects where DERM has not been granted the administrative authority to review and approve the work that requires a full public hearing before the Board of County Commissioners.

## APPLYING FOR A BINDING LETTER OF JURISDICTION

The following is a list of items necessary for DERM to process a request for a binding letter of jurisdiction. If you have any additional questions, please contact the Wetland Resources Section at (305) 372-6585.

**LETTER OF REQUEST:** The letter of request must include authorization for access by the current property owner if an on-site assessment is necessary to determine jurisdiction and the legal description and folio number(s) of the property.

**BINDING LETTER FEE:** The applicable binding letter of interpretation fee, made payable to Miami-Dade County, shall be submitted at the time the binding letter request is made. Please refer to the enclosed fee schedule. The fee is non-refundable, however, if the recipient of a Binding Letter of Jurisdiction applies for a Class IV Wetland Permit and the letter remains valid, the amount paid is credited toward the Application Fee.

## APPLYING FOR A CLASS IV WETLAND PERMIT

The following is a list of items necessary for DERM to process a request for a Class IV Wetland Permit. If you have any additional questions, please contact the Wetland Resources Section at (305) 372-6585.

**PERMIT APPLICATION FORM:** The application form located at the back of this package must be completed and signed prior to its submittal and shall include all of the necessary information. If the applicant is a corporation, partnership or homeowners association, all documents must be signed by the corporate officer, director, or president as listed in the State of Florida Corporate records. In addition, when the corporation is a Limited Liability Corporation (LLC), a Florida or non-Florida LLC Affidavit must be submitted with the application form (see attachment). Please be advised that if a Class IV Wetland Permit application is not completed and signed prior to its submittal, the application will not be accepted and returned immediately to the applicant or consultant.

**AFFIDAVIT OF OWNERSHIP:** The affidavit of ownership, also located at the back of this package, must be completed, signed and notarized prior to its submittal and shall include a property description and project description.

**APPLICATION FEE:** The applicable application fee, made payable to Miami-Dade County, shall be submitted at the time of application. Please refer to the enclosed fee schedule. Said fee is non-refundable. Please be advised that the processing of the Class IV Wetland Permit application may not be conducted unless the required application fee is submitted along with the application.

**PLANS AND SKETCHES:** Three (3) complete sets of construction or site alteration plans and calculations for the proposed work prepared by an engineer, architect or surveyor registered in the State of Florida are required for projects located in unincorporated Miami-Dade County. For any residential or agricultural use (except those described below in "Plans and Sketches for Agricultural Use") that proposes impacts to one-half (½) acre or less of wetlands, plans prepared by an architect or surveyor registered in the State of Florida may be submitted. All site plans shall be subject to review and approval by the Department of Environmental Resources Management (DERM).

Site Plans and Sketches shall include the following information:

1. The location of the proposed project in relation to the section corners
2. The location and acreage of the elevated fill pad (if applicable)
3. The location and acreage of the on-site stormwater management system (if applicable)
4. The location and acreage of the on-site mitigation area (if applicable)
5. The location and acreage of the areas on-site not requiring a Class IV Wetland Permit (if applicable)
6. All cross sections shall indicate that the project and all stabilization slopes do not extend beyond the property boundaries

Please be advised that additional information may be required during the plan review process.

### **PLANS AND SKETCHES FOR AGRICULTURAL USE:**

Plans or Sketches not prepared by a registered engineer, architect or surveyor, but drawn in sufficient detail to identify the type and location of the proposed work may be submitted for the following projects:

- a. Rock plowing or other agricultural site alteration of wetlands located in the East Everglades Area of Critical Environmental Concern (see the Wetland Basins and Areas of Concern map) when the rock plowing or agricultural site alteration is allowed under the East Everglades Zoning Overlay Ordinance, or;
- b. Rock plowing or other agricultural site alteration on no more than five (5) acres of land which is ancillary to an existing residence or residence under construction, when the rock plowing or other agricultural site alteration is permissible under zoning regulations existing at the time of application submission.

However, plans prepared by a registered engineer or architect will be required if any of the following items are proposed as part of the above-referenced work:

1. Construction of any roads built at elevations higher than natural surface elevations
2. Fill pads, culverts, or structures of any type
3. Excavation of any borrow pits, ditches, or canals
4. Construction of any other drainage facilities or drainage structures

The plans submitted for review are required to be in sufficient detail to demonstrate that the proposed work complies with all applicable development criteria and management practices (see Attachments A & B, Pages 12-13 for examples). Please be advised that additional information may be required during the plan review process.

**SUBSTANTIATING LETTER:** If the project is within an incorporated area, the applicant shall submit a substantiating letter from the zoning department of the incorporated area stating that the proposed property use does not violate any zoning law. If the proposed project is located within unincorporated Miami-Dade County, a review fee will be required in order to request a substantiating letter from the Department of Planning and Zoning (fee determined by P & Z's Fee Schedule). In order for the substantiating letter to be legally sufficient for this Department to accept, the written approval must include the following items:

1. The County Attorney's Office has strongly recommended that the following language be used in the written approval DERM is requesting. The correct phrase, according to Section 24-48.2 of the Code of Miami-Dade County is, "The proposed usage of the property upon which the proposed work would occur does not violate any zoning law applicable to the area of the proposed work."
2. The "subject" or "regarding" statement of the written approval must describe the proposed wetland impact, including acreage, and the DERM Class IV Wetland Permit application file number.
3. The letter must be addressed to the property owner. If the owner is a corporation, partnership or homeowners association, then the letter must be addressed to the corporate officer, director, or president as listed in the State of Florida Corporate records.

**WATER CONTROL SECTION APPROVAL:** A written approval must be submitted from the Water Control Section for a stormwater retention plan designed by a registered engineer in accordance with the fill encroachment criteria for the relevant wetland basin.

**MITIGATION PLAN:** A mitigation plan for unavoidable adverse impacts to wetland resources, prepared by a qualified biologist or environmental professional.

**THE FOLLOWING ITEMS MAY, AT THE DISCRETION OF DERM, ALSO BE REQUIRED FOR  
SHORT FORM PERMIT APPLICATIONS:**

**ENGINEER CERTIFICATION LETTER:** This letter shall be signed and sealed by the Engineer of Record for the proposed work. Please refer to the enclosed example for the correct language.

**RESTRICTIVE COVENANT:** A restrictive covenant running with the land designed to protect and/or manage a designated portion of the subject property.

**PERFORMANCE AND MITIGATION BOND(S):** Performance or mitigation bond(s) may be required in order to ensure compliance with the permit conditions and to protect the interest of the public and of landowners in the vicinity of the work. The types of bonds that may be acceptable depending on the type of project include cash, surety or letter of credit. The required bond may remain in force for at least six (6) months after the approved completion date of work. Paperwork for each type of bond, including IRS W-9 forms, may be required. Please contact the project manager assigned to the project for additional bonding information.

**COMPREHENSIVE IMPACT STATEMENT:** The Director of DERM may, at his discretion, require a "Comprehensive Environmental Impact Statement" for any Class IV Wetland Permit, which may result in an adverse environmental impact on an immediate or cumulative basis. The purpose of the statement is to provide adequate information to properly evaluate the potential impacts of a proposed project, and to determine whether to approve, deny or approve subject to conditions, limitations, or restrictions. Further information on the format and guidelines for impact statements is available from the Wetlands Resources Section at (305) 372-6585.

**SPECIFIC EVALUATIONS:** The Director of DERM may, at his discretion, require a water quality study or biological study of the proposed project site prepared by a qualified biologist or environmental professional.

**ELEVATION SURVEY:** An elevation survey prepared by a registered land surveyor.

**ADDITIONAL REQUIREMENTS FOR STANDARD FORM PERMIT APPLICATIONS**

Permit applications for proposed work that is not specifically described under Section 24-48.2(21) (see Items 1-4 on Page 4) are processed as standard form applications and require a public hearing by the Board of County Commissioners. All Items listed above must be submitted. In addition, the following items will be required for a completed standard form application:

**SITE PLANS:** Three (3) copies of the site plans for the proposed work in an 8 ½ X 11" format.

**LIST OF ALL PROPERTY OWNERS WITHIN 300 FEET:** Peel-off/stick-on labels with the names and addresses of all wetland property owners within a three hundred (300) foot radius of the proposed work. Said information is available from the latest county tax rolls.

**OWNER'S STATEMENT OF PROJECT:** This letter shall be signed by the owner of the subject property. Please refer to the enclosed example for the correct language.

## CLASS IV APPLICATION REVIEW AND PROCESSING

Upon receipt of a complete Class IV Wetland Permit application:

1. The Department of Environmental Resources Management (DERM) will notify the applicant within thirty days of any additional items that will be required for the application to be considered complete. After reviewing all documentation submitted as part of the application, making an inspection of the property, reviewing the proposed plans, conducting a biological evaluation (if required), and reviewing all applicable evaluation factors as set forth in Section 24-48.3 of the Code, DERM will inform the applicant of any changes that must be made to the application, the plans or mitigation requirements. Once a complete application is received, DERM will make a decision whether to approve, deny or approve with conditions the Class IV Wetland Permit.
2. If a request to elevate a short form permit application to a standard form permit application is made pursuant to Section 24-48.2(l)(B)(1), DERM shall submit the application to the Board of County Commissioners for a full public hearing. DERM shall make a recommendation to the Board of County Commissioners of approval, denial, or approval subject to conditions, limitations, or restrictions, based on the appropriate evaluation factors as set forth in Sec. 24-48.3 of the Miami-Dade County Code. At least seven (7) days prior to the public hearing, notice of the time and place of the hearing shall be published in a newspaper of general circulation in Miami-Dade County. The publication shall include a brief description of the proposed work to be done and the location thereof. A notice containing substantially the same information set forth in the published notice shall be mailed to those parties whose names appear on the application as the owners of all property within three hundred (300) feet of the proposed work.
3. After DERM has made a determination to approve a short form permit administratively or the Board of County Commissioners has approved a project following a public hearing (standard form), DERM shall issue the Class IV Wetland Permit. Whether issued administratively as a short form permit or as a standard form permit following a public hearing, the permit will contain conditions related to the applicant's responsibilities. A standard form permit shall be issued subject to, but not limited to, the conditions set forth in the resolution approved by the Board of County Commissioners and accompanying DERM recommendations and the requirements outlined in Section 24-48.5 of the Miami-Dade County Code. Where applicable, the conditions may be recorded in an instrument such as a deed restriction or restrictive covenant.
4. A permit fee shall be paid (see Fee Schedule, Pages 8-9) prior to permit issuance.
5. A performance or mitigation bond may be required to be posted prior to permit issuance in an amount determined by DERM. The minimum amount of the bond shall be one thousand dollars (\$1,000.00) or twenty-five percent (25%) of the estimated cost of the work, whichever is higher, and the maximum amount of the bond shall be one hundred percent (100%) of the estimated cost of the work. Several types of bonds may be acceptable depending on the type of project including cash, surety or letter of credit. The purpose of the bond is to guarantee compliance with the terms and conditions of the permit and to protect the interest of the public and of landowners in the vicinity of the work. The bond will normally be required to remain in effect for six (6) months after the approved completion date of the work, or longer if specified by DERM. DERM may waive the performance bond requirement if no mitigation is required and if in the opinion of DERM, the proposed work will not affect the public or adjacent landowners' interest.
6. Upon compliance with all of the applicable above-listed requirements, DERM shall issue the Class IV Wetland Permit.

### **PERMIT EXTENSION**

If a Class IV Wetland Permit is issued, the time allotted to complete the work for which the permit is issued shall be limited to the period stipulated on the permit. If an extension of time is needed, the Permittee shall request in writing a time extension from the Department **at least thirty (30) days prior to the date of expiration**. If a time extension is requested within thirty (30) days of the date of expiration or after the date of expiration, a new permit will be required for the uncompleted work.



### **PERMIT MODIFICATION**

Under Section 24-48.13(2), modification(s) of an approved Class IV Wetland Permit must be approved by DERM. Modifications that will result in additional biological impacts will require additional mitigation. If, in the opinion of the Director or his designee, the proposed modification(s) result in a substantial change to the project, a public hearing before the Board of County Commissioners will be required.

### **PERMIT TRANSFER**

The Director or the Director's designee may approve the transfer of a Class IV Wetland Permit from a person (transferor) who has obtained the issued permit to another person (transferee). The completed application for transfer must be filed jointly in writing by the proposed transferor and transferee on or before one hundred and twenty (120) days after the date of transfer of fee simple ownership of the permitted property in order to allow the permit to remain in effect. If the transfer is not completed in accordance with the requirements for transfer pursuant to Sec. 24-48.18 of the Code of Miami-Dade County, the Class IV Wetland Permit will no longer be valid and the new owner will be required to obtain a new permit.

### **DEACTIVATION OF INCOMPLETE PERMIT APPLICATIONS:**

DERM shall use the following procedures for the deactivation of incomplete Class IV Wetland Permit applications:

1.
  - (a) DERM will notify the applicant of the incomplete status of the application by certified mail.
  - (b) The applicant has 90 days within which to notify DERM by certified mail of the applicant's request for continued activation.
  - (c) If DERM does not receive a certified request for continued application, the permit application will become deactivated.
2.
  - (a) If DERM receives a request for continued activation, the permit application shall remain activated for another 120 days beyond the original deactivation date.
  - (b) If the application is again not completed within the 120-day period, DERM shall again notify the permit applicant of incomplete application status by the method listed in (1) above.
3. If an application has been deactivated, a new application shall be required for obtaining a permit. All items must be resubmitted with the new application.
4. In no event shall an incomplete permit application remain active more than 330 days beyond the original deactivation date.

### **SUMMARY CHECKLIST**

Before submitting a Class IV Wetland Permit application, please verify that, at a minimum, you have included the following items:

1. Completed application form
2. Affidavit of Ownership
3. Legal description of the property(ies) that are the subject of this application
4. Three copies of site plans, prepared by an engineer, surveyor or architect registered in the State of Florida
5. Written approval from the DERM Water Control Section for conformance with fill encroachment criteria
6. Engineer's Certification Statement (if applicable)
7. Class IV Wetland Permit application fee
8. Mitigation plan to offset the proposed wetland impacts

## 1. PLANS AND SKETCHES

THE SURVEY SHOWN HEREON IS NOT VALID WITHOUT THE SIGNATURE AND OFFICIAL RISED SEAL OF A FLORIDA SURVEYOR AND MONITOR.

*[Signature]*

I HEREBY CERTIFY THAT THIS MAP OF BOUNDARY SURVEY MEETS THE MINIMUM TECHNICAL STANDARD SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 610.07-6, FLORIDA ADMINISTRATION CODE, PURSUANT TO SECTION 472207, FLORIDA STATUTES.

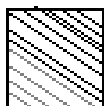
CERTIFIED TO:			
Mr. Lazlo Nagy			
DATE	ORDER	DRAWN BY	FB
10-2-1983	83112	MAP	S

### LEGAL DESCRIPTION:

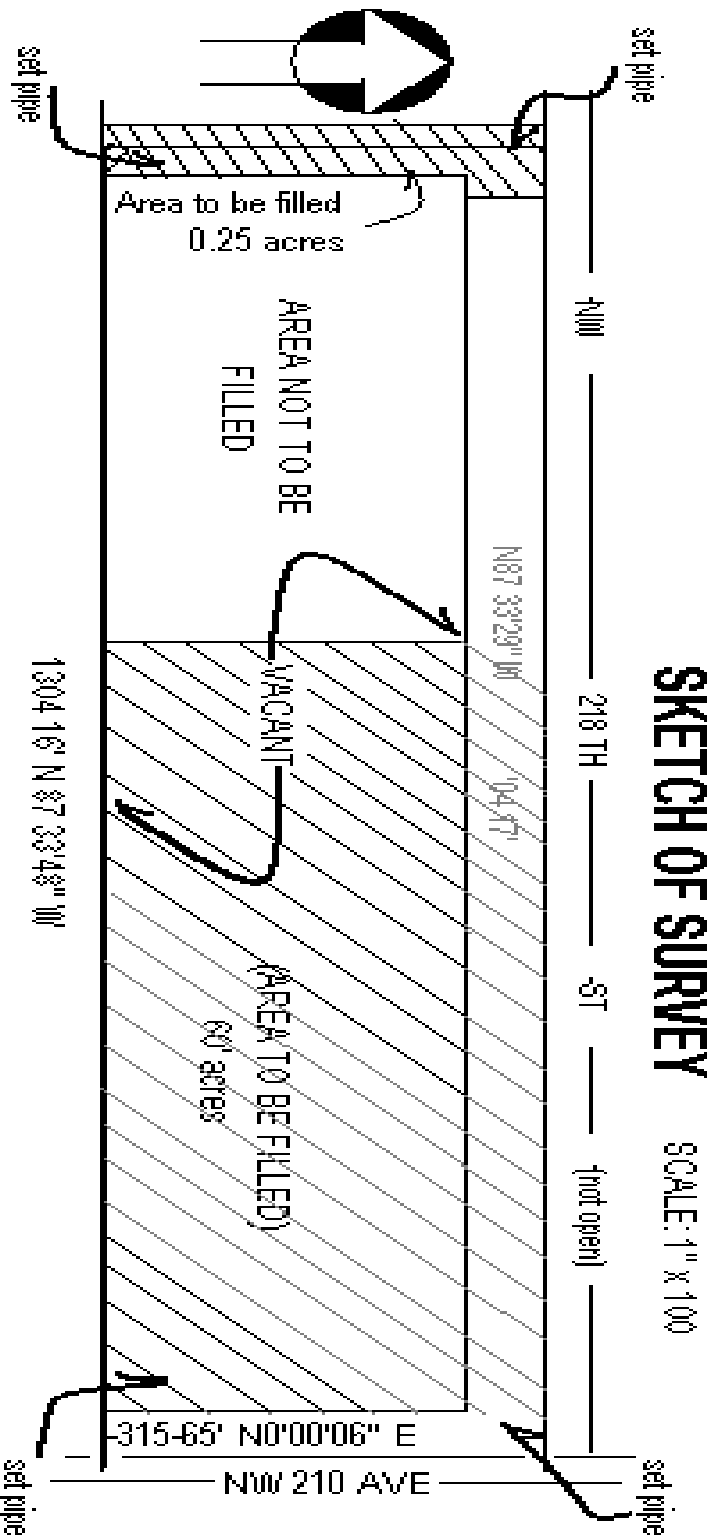
Tract 23, in Section 15, Township 52 South, Range 29 East, Florida Summerland Co. subdivision No. 1, according to the Plat hereon, as recorded in Platbook 2, of Page 47, of the Public Records of Miami Dade County, Florida, reserving the North 21 feet, the East 21 feet, and the West 25 feet for Public Road Right-of-Ways, lying and being in Miami County, Florida, and containing 9.443 acres

### LOCATION MAP

NW 211 AVE		
3 1 3	3 4	3 5
3 6		

 Indicates area to be filled

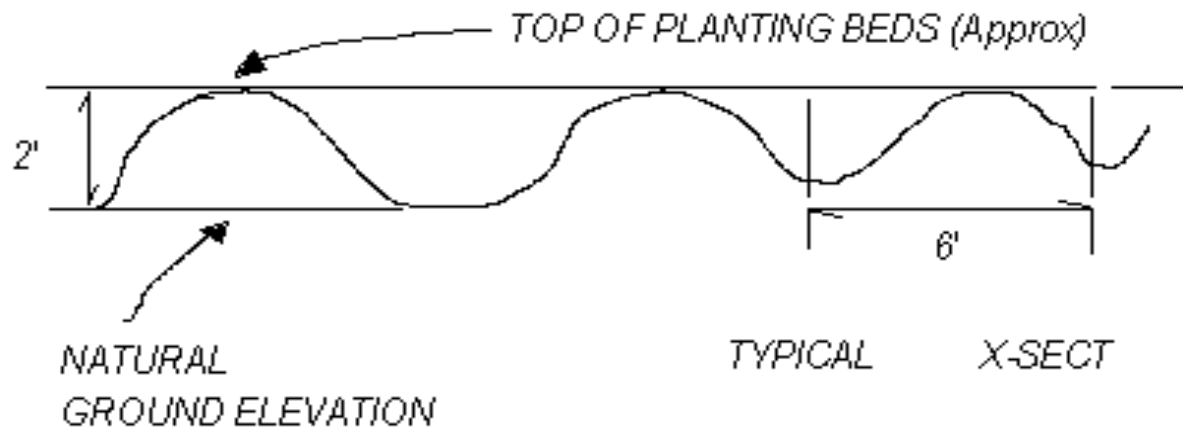
### LEGEND



## SKETCH OF SURVEY

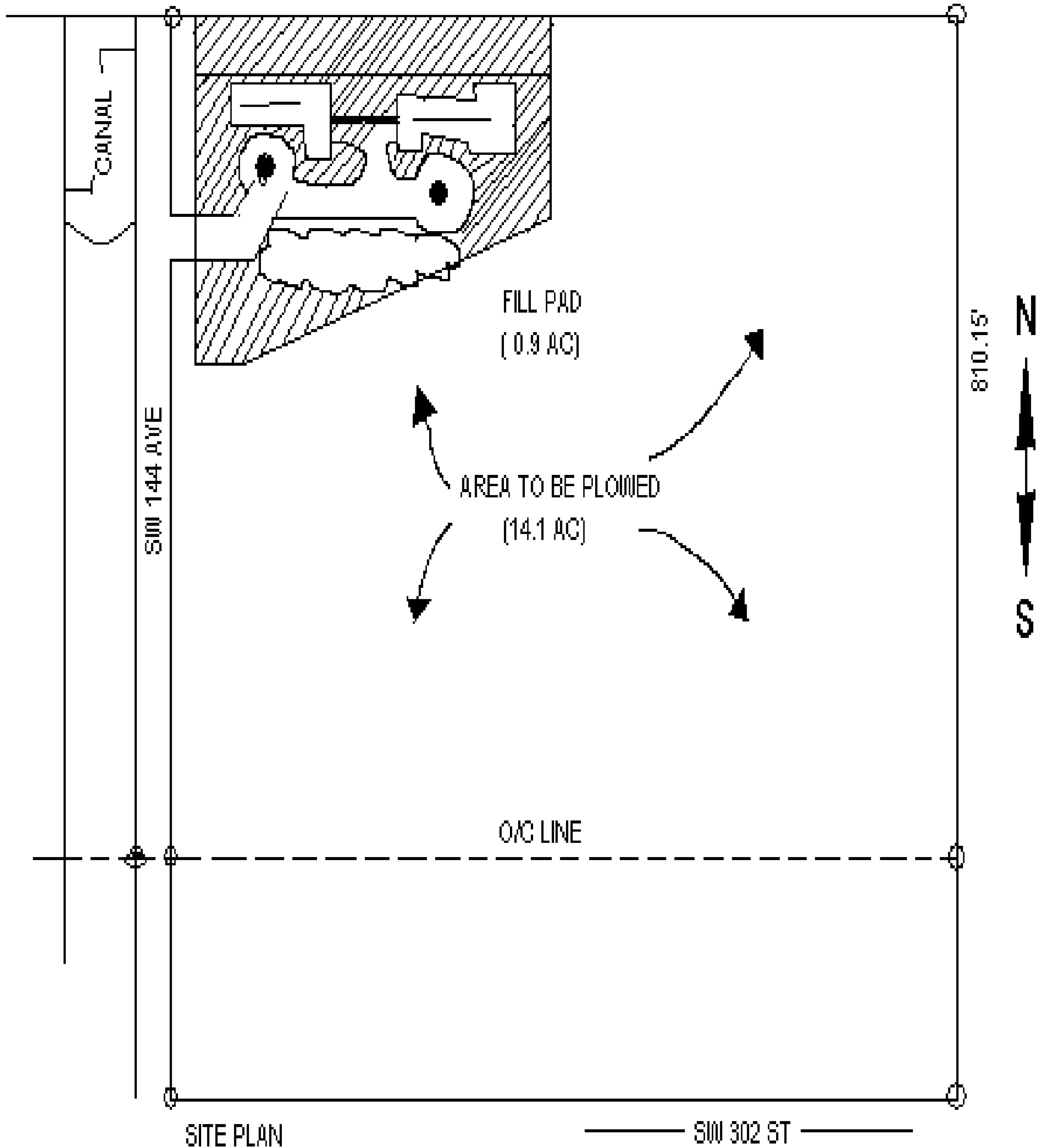
SCALE: 1" = 100'

**ATTACHMENT A:** Example of survey prepared by a registered land surveyor.



## SMITH FARM

**ATTACHMENT B:** Example of row and furrow cross section for agricultural application exempt from engineer's or architect's plans.



**ATTACHMENT D:** Example of preliminary sketch.

## PERMIT APPLICANT/ AUTHORIZED AGENT STATEMENT

**Note:** Please insert applicable information

Date: \_\_\_\_\_, 200\_\_

To:

Miami-Dade County DERM  
Wetland Resources Section  
33 S.W. 2 Avenue, Suite 400  
Miami, Florida 33130-1540

Re: Class IV Standard Form Permit Application Number \_\_\_\_\_,  
\_\_\_\_\_, (insert  
description of proposed work)

By the attached Class IV Standard Form permit application with supporting documents,  
I, \_\_\_\_\_ (insert name), am the permit applicant / applicant's authorized  
agent (circle one) and hereby request permission to perform the following:  
\_\_\_\_\_, (describe  
proposed work). I understand that a Miami-Dade County Class IV Standard Form  
Permit is required to perform this work.

If approval is granted for the proposed work by the Board of County Commissioners,  
complete and detailed plans and calculations of the proposed work shall be prepared by  
an engineer registered in the State of Florida in accordance with the minimum  
requirements of Chapter 24 of the Code of Miami-Dade County, Florida. Said plans and  
calculations shall be subject to the review and approval of the Department of  
Environmental Resources Management. The permit applicant will secure the services of  
an engineer registered in the State of Florida to conduct inspections throughout the  
construction period, and said engineer shall prepare all required drawings of record.

Respectfully submitted,

\_\_\_\_\_  
(Permit Applicant's name), Permit Applicant

or

\_\_\_\_\_  
(Authorized Agent's name), Authorized Agent

## ENGINEER LETTER OF CERTIFICATION

Note: Please insert applicable information

### [LETTERHEAD FOR ENGINEERING FIRM]

[Date]

Miami-Dade County DERM  
Wetland Resources Section  
33 S.W. 2<sup>nd</sup> Avenue, Suite 400  
Miami, Florida 33130-1540

RE: Class IV Short/Standard Form Permit Application Number \_\_\_\_\_,  
\_\_\_\_\_, (insert  
description of proposed work)

Ladies and Gentlemen:

This letter will certify that I am an engineer registered in the State of Florida, qualified by education and experience in the area of construction, and that to the best of my knowledge and belief, the proposed work does not violate any laws of the State of Florida or any provision of the Code of Miami Dade County which may be applicable, that diligence and recognized standard practices of the engineering profession have been exercised in the engineer's design process for the proposed work, and in my opinion based upon my knowledge and belief, the following will not occur:

- a. Harmful obstruction or undesirable alteration of the natural flow of the water within the area of the proposed work.
- b. Harmful or increased erosion, shoaling of channels or stagnant areas of water.
- c. Material injury to adjacent property.
- d. Adverse environmental impacts from changes in water quality or quantity.

Further, I have been retained by the applicant to provide inspections throughout the construction period and shall prepare a set of reproducible record prints of drawings showing changes made during the construction process based upon the marked-up prints, drawings, and other data furnished by the contractor to me.

Sincerely,

[SIGNATURE]

[Print Name, P.E.]

[P.E. #]

## CLASS IV FEES

1.	Filling		<b><u>EFF. 10/1/03</u></b>	
		<u>Size</u>	<u>Application Fee</u>	<u>Permit Fee</u>
		a. Short Form		
		<0.5 acres	\$425	\$425
		0.5-1.5 acres	\$530	\$460
		>1.5-15.0 acres	\$175/acre	\$130/acre
			\$620 min	\$550 min
		In Environmental Protection Areas		
		<1.0 acres	\$1,950	\$585
		b. Standard Form		
2.	Rockmining/lake excavations (for each individual lake)	>10 acres	\$195	\$160
			/acre to max of	/acre to max of
			\$7,930	\$6,610
		In Environmental Protection Areas		
			\$195/acre	\$160/acre
			\$990 min	\$1,000 min
			<b><u>EFF. 10/1/03</u></b>	
		<u>Size</u>	<u>Application Fee</u>	<u>Permit Fee</u>
		a. Short Form		
		0.5 acre or less	\$395	\$395
		0.6 - 5 acres	\$530	\$425
		5.1 - 50.0 acres	\$460	\$425
			+\$100	+\$130
			/acre >5 acres	/acre to max. of
				\$6,610
		50.1 - 160 acres	\$4,950	\$6,610
			+\$26	
			/acre > 50 acres	
		161.1 - 320 acres	\$7,875	\$6,610
			+\$14	
			/acre >160 acres	
		>320 acres	\$10,050	\$6,610
		b. Standard Form		
		0.5 acre or less	\$530	\$395
		0.6 - 5 acres	\$660	\$425
		5.1 - 50.0 acres	\$660	\$425
			+\$125	+\$130
			/acre >5 acres	/acre to max. of
				\$6,610
		50.1 - 160 acres	\$6,275	\$6,610
			+\$26	
			/acre >50 acres	
		161.1 - 320 acres	\$9,200	\$6,610
			+\$14	
			/acre>160 acres	
		>320 acres	\$11,385	\$6,610

3. Lake excavations in conjunction with filling<sup>7</sup>

**EFF. 10/1/03**

	<u>Size</u>	<u>Application Fee</u>	<u>Permit Fee</u>
	0.5 acres or less	\$460	\$460
	> 0.5 - 1.5 acres	\$790	\$530
	> 1.5 - 5.0 acres	\$1,150	\$660
	Over 5.0 acres	\$230	\$165
		/acre to max of	/acre to max of
		\$7,935	\$6,610
4.	Rock plowing, Agriculture		
	a. Short Form		
	1 acre or less	\$395	\$395
	1.1-5 acres	\$490	\$460
	Over 5 acres	\$530	\$460
		+\$130	+\$100
		per acre	per acre
	b. Standard Form	\$165	\$130
		/acre to max of	/acre max of
		\$7,275	\$5,290
5.	Roads		
	a. 1 or 2 lanes (natural grade)	\$325	\$325
		+\$1.00	+\$ 1.00
		/ft to max of	/ft to max of
		\$3,970	\$2,640
	b. 1 or 2 lanes (above natural grade)	\$325	\$325
		+\$ 1.15	+\$1.15
		/ft to max of	/ft to max of
		\$3,970	\$3,970
	c. Greater than 2 lanes	\$325	\$1.40
		+\$1.40	/ft to max of
		/ft to max of	\$5,980
		\$5,980	
6.	Permit renewal, minor revision, or transfer	\$130	
7.	**Not applicable		
8.	Work in wetland basins: Mitigation schedule for Bird Drive and North Trail Basins		<u>Mitigation Contribution</u> Per acre of impact 1995 - \$28,480 1996 - \$29,704 1997 - \$30,981 <sup>8</sup> 1998 - \$32,361 <sup>8</sup> 1999 - \$33,741 <sup>8</sup>

Binding Letter of Interpretation Fees (EFF. 10/1/03)

1. Without field assessment \$80
2. With field assessment \$360

<sup>7</sup> For the purpose of this fee schedule, the maximum size of any individual lake or lake excavation and associated filling is 640 acres. Any lake excavation or lake and associated filling beyond 640 acres will be assessed as a separate application and permit fee pursuant to the above schedule.

<sup>8</sup> Subject to Revision





# Class IV Wetland Permit Application

For Official Use Only CORPS Application Number: DER Application Number:	Date Received	Application Number
---	---------------	--------------------

1. Applicant Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

2. Applicant's authorized permit agent:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

3. Location where proposed activity exists or will occur:

Street, road, or other descriptive location \_\_\_\_\_

Section: \_\_\_\_\_

Township: \_\_\_\_\_ Incorporated city or town \_\_\_\_\_

Range: \_\_\_\_\_

Folio Number \_\_\_\_\_

4. Proposed use:

Private Single Dwelling	<input type="checkbox"/>	Commercial	<input type="checkbox"/>
Multi-family Dwelling	<input type="checkbox"/>	Agricultural	<input type="checkbox"/>
Public	<input type="checkbox"/>	Other	<input type="checkbox"/>

Please explain: \_\_\_\_\_

5. Description of Project (Use additional sheets, if necessary)

Total Acreage of Wetlands to be Impacted \_\_\_\_\_

A. Lake Excavation or Dredging:

1. Total wetland acreage to be excavated or dredged \_\_\_\_\_

2. Cubic yards: Total for Project \_\_\_\_\_

a. Depth of excavated/dredged area \_\_\_\_\_

b. Type of material to be excavated/dredged \_\_\_\_\_

B. Placement of Fill

1. Total wetland acreage to be filled \_\_\_\_\_

a. Cubic yards \_\_\_\_\_

2. Type of material to be used \_\_\_\_\_

3. Source of fill material to be used \_\_\_\_\_

CONTINUED ON NEXT PAGE

5. Description of Project (continued)

C. Agriculture

1. Total wetland area to be cleared and/or plowed \_\_\_\_\_

2. Total area to be bedded for planting \_\_\_\_\_

3. Type of agriculture to be conducted (check any that apply):

a. Row Crops ☐

b. Grove ☐

c. Field Nursery ☐

d. Container Nursery ☐

e. Shade House Nursery ☐

f. Other ☐

(please explain) \_\_\_\_\_

4. If proposed project involves the construction of any drainage, water containment or conveyance facilities (I.e. ditches, diked areas, ponds, swales), please describe the proposed facilities:

\_\_\_\_\_

NOTE: If the project involves construction of any residential, office, storage facilities or other structures, or if the project involves the placement of a trailer on the property, separate approval from Miami-Dade County Building and Zoning Department (305-375-2500) is required:

6. Date activity is proposed to commence \_\_\_\_\_

Date activity is proposed to be completed \_\_\_\_\_

7. Previous permits for this project (or any part thereof) have been:

	DER*	Corps*
A. Denied (date) _____	_____	_____
B. Issued (date) _____	_____	_____
C. Other (please explain) _____	_____	

\*Differentiate between existing work and proposed work on the drawings.

8. ADDITIONAL ITEMS REQUIRED FOR APPLICATION SUBMITTAL. (Please note that, in addition to the information requested on this application form, there are several other items which must be submitted with your application. See Instruction pamphlet for the additional information required for this application.)

9. AFFIDAVIT OF OWNERSHIP OR CONTROL of the property on which the proposed project is to be undertaken.

I CERTIFY THAT I AM THE RECORD OWNER, LESSEE, OR RECORD EASEMENT HOLDER OF THE PROPERTY DESCRIBED BELOW.

NOTE: Lessees must provide a signed, notarized statement from the property owner indicating that the owner has reviewed the proposed project, including all proposed plans, and has agreed to allow the proposed project to occur on his or her lands.

LEGAL DESCRIPTION OF PROPERTY SITUATED IN MIAMI-DADE COUNTY, FLORIDA  
(use additional sheets if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Official Title

Sworn and subscribed before me at \_\_\_\_\_ county, this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

10. APPLICATION IS MADE FOR A PERMIT(S) TO AUTHORIZE THE ACTIVITIES DESCRIBED HEREIN.

- A. I authorize the agent listed in Item #2 to negotiate modifications or revisions, when necessary, and accept or assent to any stipulations on my behalf.
- B. I agree to provide entry to the project sit for inspectors with proper identification or documents from Miami-Dade County Department of Environmental Resources Management for the purpose of making preliminary analyses of the site. Further, I agree to provide entry to the project site for such inspectors to monitor permitted work if a permit is granted.
- C. Further, I hereby acknowledge the obligation and responsibility for obtaining all of the required state, federal or local permits **before** commencement of construction activities. I also understand that before commencement of this proposed project I must be granted separate permits or authorizations from the U.S. Army Corps of Engineers, the Department of Environmental Regulation, the Department of Natural Resources, and the South Florida Water Management District, as necessary.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief such information is true, complete and accurate. I further certify that I possess the authority to undertake the proposed activities.

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Official Title

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Official Title

NOTE: THIS APPLICATION MUST BE SIGNED by the person(s) who desires to undertake the proposed activity or by an authorized agent. If an agent is applying on behalf of the applicant, attach proof of authority for the agent to sign and bind the applicant.

NOTICE TO PERMIT APPLICANTS

This is a Class IV Permit Application; It is **NOT** A Class IV Permit! You Must Obtain **ALL** Required Local, State, and Federal Authorizations or Permits **BEFORE** Commencing work!!

**For Your Information:** Section 370.034, Florida Statutes, requires that all dredge and fill equipment owned, used, leased, rented or operated in the state shall be registered with the Department of Natural Resources. Before selecting your contractor or equipment you may wish to determine if this requirement has been met. For further information contact the Chief of the Bureau of Licenses and Motorboat Registration, Tallahassee, Florida 32303. Telephone Number 904-488-1195.

**AFFIDAVIT OF MEMBERS, MANAGING MEMBERS,  
AND MANAGERS OF FLORIDA LIMITED LIABILITY COMPANY**

WE, (Print full name(s) and all title(s) of person(s) or entity(s) in the following spaces; if more space needed print additional names and title(s) on separate paper marked as Exhibit A and attach Exhibit A to this Affidavit; the list of names and titles shall include all names on the list required by Section 608.4101(1)(a), Fla. Stat. (2004), as same may be amended from time to time)

**Full name**

**Title(s)**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

hereby swear or affirm that :

1. The foregoing persons or entities set forth above and on Exhibit A, if applicable, which Exhibit A is attached hereto and incorporated herein by reference hereto, constitute and are all of the Members, Managing Members, and Managers, as those terms are defined in Section 608.402, Fla. Stat.(2004), as same may be amended from time to time, of the Florida Limited Liability Company known as \_\_\_\_\_(Print name of the Florida Limited Liability Company as the name appears in the Articles of Organization currently filed with the Secretary of State of the State of Florida);
2. There are no Members, Managing Members or Managers of the aforesaid Florida Limited Liability Company other than the persons or entities set forth above and on Exhibit A, if applicable.
3. There are no provisions in any Articles of Organization of the aforesaid Florida Limited Liability Company or in any operating agreement, written or oral, of the aforesaid Florida Limited Liability Company, as those terms are defined in Section 608.402, Fla. Stat.(2004), as same may be amended from time to time, which prohibit, restrict or limit in any way or in any manner the execution of the instrument or document attached hereto and incorporated herein by reference hereto, to wit, \_\_\_\_\_(Print the title of the instrument or document) by any of the foregoing persons or entities set forth above and on Exhibit A, if applicable, for and on behalf of the aforesaid Florida Limited Liability Company and to bind and obligate the aforesaid Florida Limited Liability as set forth in the foregoing instrument or document.

4. All of the foregoing persons or entities set forth above and on Exhibit A, if applicable, are authorized by the foregoing Florida Limited Liability Company, to execute the instrument or document attached hereto and incorporated herein by reference hereto, to wit, \_\_\_\_\_  
(Print the title of the instrument or document) for and on behalf of the aforesaid Florida Limited Liability Company and to bind and obligate the aforesaid Florida Limited Liability Company as set forth in the foregoing instrument or document.
5. All of the provisions of this Affidavit shall be construed in accordance with the laws of the State of Florida.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_,  
(year) by \_\_\_\_\_ (print name legibly), who is personally  
known to me or who has produced \_\_\_\_\_ (type of identification).

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
(Print, type or stamp name of notary public)

(Add additional Notary Public areas for other LLC Members, Managing Members,  
and Managers, as needed)

**Exhibit A**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title(s)**

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(year) by \_\_\_\_\_ (print name legibly), who is personally  
known to me or who has produced \_\_\_\_\_ (type of identification).

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
(Print, type or stamp name of notary public)

(Add additional Signature, Title(s), and Notary Public areas for all other LLC  
Members, Managing Members, and Managers, as needed)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title(s)**

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(year) by \_\_\_\_\_ (print name legibly), who is personally  
known to me or who has produced \_\_\_\_\_ (type of identification).

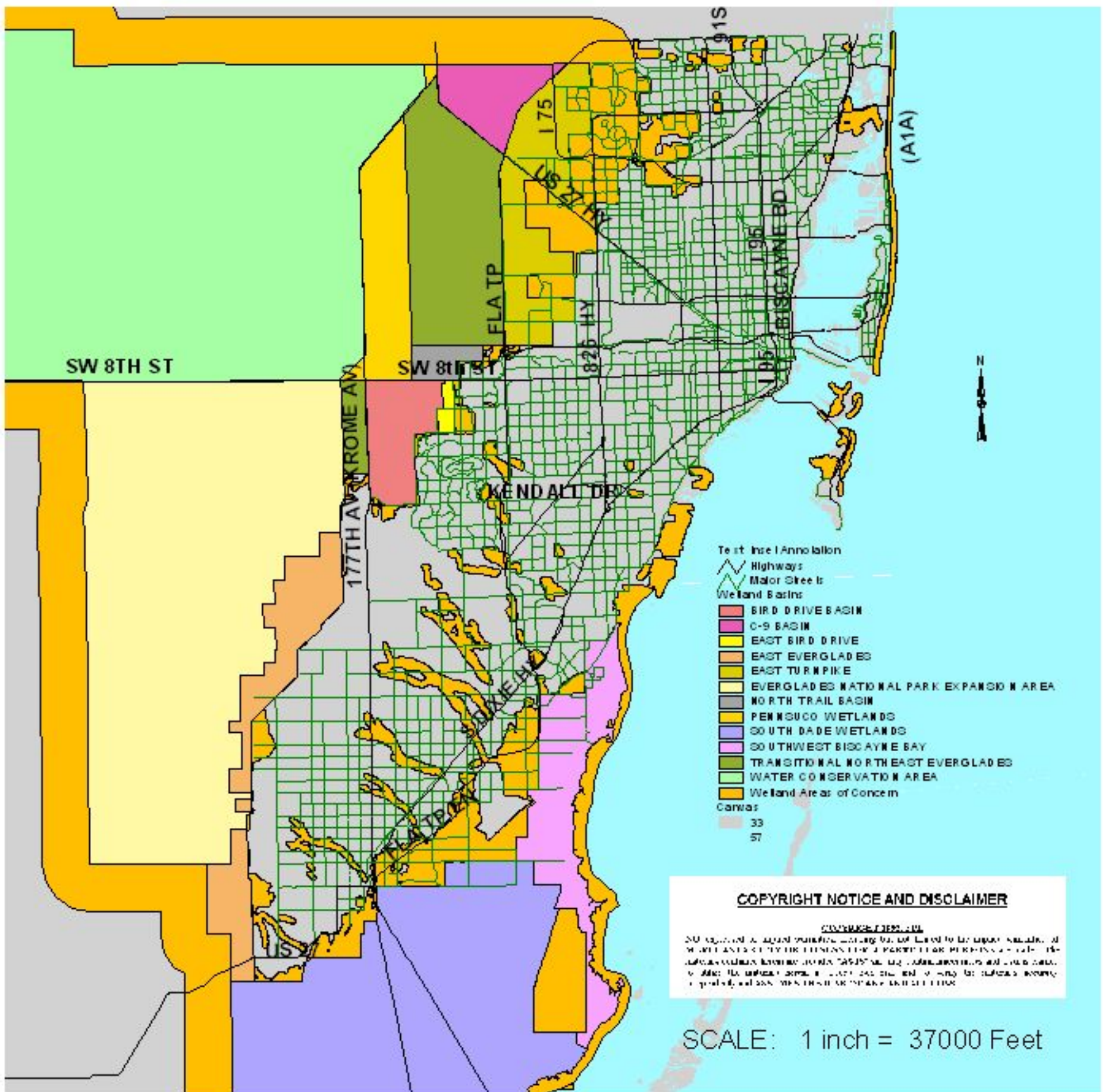
\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
(Print, type or stamp name of notary public)

(Add additional Signature, Title(s), and Notary Public areas for all other LLC  
Members, Managing Members, and Managers, as needed)



# Wetland Basins and Areas of Concern



The boundaries shown on the Wetland areas of concern layer are approximate and are not intended to represent the extent of all wetlands, nor are all wetland areas shown. This map is NOT INTENDED TO BE USED TO DETERMINE THE LOCATION OF JURISDICTIONAL WETLANDS or for regulatory purposes. For further information contact DERM, Wetland Resources Section (305) 372-6585.